



United States Environmental Protection Agency  
Washington, DC 20460

Work Assignment Number  
01-33

### Work Assignment

☒ Original ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period *Option Period I*

Title of Work Assignment:  
Technical Support for Human Studies Review  
Board/Meetings and Conferences

Contractor  
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW  
Task 2.2

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Periods of Performance

From: Upon Approval To November 30, 2010

Comments:

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

DC (Max 6)	Budget (FYs)	Appropriation Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

#### Authorized Work Assignment Ceiling

Contract Period: 12/1/09 – 11/30/10

Cost/Fee

LOE

Previously Approved

This Action

Total

#### Work Plan / Cost Estimate Approvals

Contractor WP Dated

Cost/Fee: \$

LOE:

Cumulative Approved:

Cost/Fee: \$

LOE:

Work Assignment Manager Name

Lu-Ann Kleibacker

(Signature)

(Date)

Branch/Mail Code ORD/8102R

Phone Number (202) 564-7189

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Project Officer Name

Verla Sutton-Busby

(Signature)

(Date)

Branch/Mail Code: ORD/ISS/8102R

Phone Number (202) 564-6808

Fax Number (202) 565-2910

Other Agency Official Name

Warren Lux

(Signature)

(Date)

Branch/Mail Code : 8105R

Phone Number (202) 564-3746

FAX Number

Contracting Official Name

Renita Tyus

(Signature)

(Date)

Branch/Mail Code CPOD

Phone Number (513) 487-2094

Fax Number (513) 487-2109

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

**STATEMENT OF WORK**  
**Contract Number: EP-C-08-10**  
**Work Assignment Number 01-33**  
**Office of the Science Advisor (OSA)**

Issuing Office:	U.S. Environmental Protection Agency, Office of the Science Advisor, (OSA)
Contractor:	Scientific Consulting Group, Inc.
Contract Number:	EP-C-08-010
Assignment Title	Human Studies Review Board (HSRB) Meeting/Conference Support
Period of Performance:	September 09, 2010 – November 30, 2010
Work Assignment Manager (WAM)	Lu-Ann Kleibacker, OSA Mail Code: 8105R: RRB51169 Tel.# 202-564-7189 Fax#: 202-564-2070 <a href="mailto:Kleibacker.lu-ann@epa.gov">Kleibacker.lu-ann@epa.gov</a>
Alternate Work Assignment Manager (WAM)	Robin Clarke Mail Code: 8105R: RRB Tel.# 202-564-6493 Fax# 202-564-2070 <a href="mailto:clarke.robin@epa.gov">clarke.robin@epa.gov</a>
Project Officer:	Verla Sutton-Busby Mail Code: 8102R: RRB Tel.# 202-564-6808 Fax# 202-565-2910

**1. PURPOSE**

The purpose of this Work Assignment is to provide a full range of administrative and logistical support services for the conduct of Federal Advisory Committee meetings, conferences, and teleconferences related EPA's Human Studies Review Board (HSRB).

The Contractor's activities will not require special expertise in the technical matters discussed by the Board, but the Contractor should possess the practical knowledge, experience, and skills commonly used in facilitating such highly complex meetings with high-level Agency officials and technical experts.

Meetings of the HSRB will be held in Washington DC or the immediate area, and preferably close to a Metro station so that a large number of Agency staff involved with each meeting can easily attend and participate.

It is anticipated that approximately 1 report will be generated by the HSRB for the period of performance. In addition, minutes from this face-to-face meeting will be generated requiring Contractor support.

## **2. BACKGROUND**

The function of the HSRB is to provide advice, information, and recommendations on issues related to scientific and ethical aspects of human subjects research. The major objectives are to provide advice and recommendations on: (a) research proposals and protocols; (b) reports of completed research with human subjects; and (c) how to strengthen EPA programs for protection of human subjects of research. For more information on the HSRB, go to <http://epa.gov/osa/hsrb>.

In our previous contract, the contractor has provided all the pre-meeting preparations for our October 26-29, 2010 HSRB meeting. To conclude the October 26-29, 2010 meeting, the contractor shall complete the Task listed below in accordance to the period of performance.

## **3. STATEMENT OF WORK**

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor for HSRB meetings and teleconference support. The Contractor shall, at the direction of the Work Assignment Manager (WAM), provide necessary administrative and resources for HSRB meetings. This support includes but is not limited to: pre-meeting communication and logistical support provide and distribute copies of all materials needed to support the meeting, provide administrative support at the meeting, and prepare summary minutes of meetings/teleconferences.

The Contractor shall provide copying and express shipping of meeting materials and documents, presentation materials at the meeting, and public comments to HSRB members and to the WAM at: Environmental Protection Agency, Human Studies Review Board Staff Office, Office of the Science Advisor, 1200 Pennsylvania Ave. NW, Washington DC, 20460.

## **4. TASKS**

Contractor support shall be needed for the upcoming meeting of the October 26-29, 2010 HSRB face-to-face meeting located in Potomac Yards, Arlington, Virginia.

All activities referred to under each of the following tasks will be provided for this meeting.

### **Task 1 - Prepare Work plan and Cost Estimate**

The Contractor shall communicate with the WAM to further define the scope of work for this work assignment. The Contractor shall also prepare a schedule for deliverables to ensure all materials are properly reviewed, approved, and disseminated.

### **Task 2 – Prepare, Format and Copy Meeting Materials**

Prior to the meeting and at a time specified by the WAM, the Contractor shall prepare name badges, desk signs, agenda copies, copies of Board member list, sign-in sheets and other documents required for the meeting. In addition, prior to the meeting and at a time specified by the WAM, the Contractor shall prepare a package for distribution to HSRB members. The package should include the meeting agenda, HSRB member list, background material needed for meeting/teleconference including Board charge, logistical information, and other materials as specified by the WAM.

### **Task 3 – Develop Graphics for Meetings and Conferences**

The Contractor shall design graphics and outreach materials, including but not limited to presentations, exhibit panels, handouts and brochures, related to the HSRB or EPA's Program in Human Research Ethics (PHRE). The contractor shall work with the WAM to establish the appropriate product type, size and content. The Contractor shall provide printing of all the final products within the limits of the printing clause (EPAAR 1552.208-70).

### **Task 4 - Summary of Meetings/Teleconferences**

The Contractor shall provide a note taker. The note taker will take notes in the general session. The draft meeting minutes for the October 26-29, 2010 meeting must be submitted within seven business days after conclusion of the meeting by e-mail to the EPA WAM.

### **Task 5 – Meeting Room Preparation and Onsite Logistical Support**

Onsite logistical support shall be provided at the meeting, the logistical coordinators will collect electronic copies and hard copies of presentation materials at the meeting, including public commenter presentations and written comments. The contractor shall prepare a list of the public commenters (if any) and submit an electronic version of the list to the EPA

### **Task 6 – Order Audiovisual Equipment and Audio Record Meetings**

For the October HSRB meeting, the contractor shall develop AV specifications, and secure AV equipment and onsite support.

The contractor shall have the general session audio recorded digitally with the audio files burned to CD-ROMs. Two copies of the audio recordings will be shipped to the EPA prior to October 31, 2010.

#### **Task 7 - Provide Onsite Reporting and Meeting Transcripts**

Contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The Contractor shall arrange to have transcripts of the meeting provided to EPA within 5 business days of last day of the meeting. The Contractor shall arrange to submit 1 electronic copy of the transcript.

#### **Task 8 – Coordinate Travel Arrangements for HSRB Board Members and Consultants**

The contractor shall provide travel coordination support for up to 16 HSRB members and consultants. The contractor shall correspond with the Board members and consultants to determine their desired arrival and departure dates/times and then proceed with booking their airfare arrangements. The contractor shall complete the necessary travel authorizations using GovTrip. The contractor shall close out all travel vouchers and travel expense reimbursement paperwork using GovTrip for the HSRB Board Members and Consultants.

#### **Task 9 -- Post-Meeting Task**

Prepare final list of attendees containing names, organizations, addresses, phone numbers and e-mail addresses (as provided by the attendees), and submit the list to EPA in electronic (MS Excel) format.

Ship any materials not distributed at the meeting to the EPA WAM within two business days after conclusion of the meeting. Any materials left behind by HSRB members will be shipped to them via Federal Express within 2 business days after the meeting upon the EPA WAM's request.

The Contractor shall prepare and submit employee travel expense reports

## **5. SCHEDULE OF DELIVERABLES**

<b>Product</b>	<b>Due Date</b>
<b>Task 1</b> Work Plan	15 calendar days after receipt of work assignment
<b>Task 2</b> Prepare, Format and Copy Meeting Materials	1-3 business days prior to each meeting
<b>Task 3</b> Develop Graphics for Meetings and Conferences	2 weeks prior to meetings or conference for draft layout 1 week prior to meeting or conference for final layout
<b>Task 4</b> Draft minutes of meeting to be provided to WAM and DFO	7 business days after conclusion of each face to face meeting
<b>Task 5</b> – Meeting Room Preparation and Onsite Logistical Support	During face-to-face meeting
<b>Task 6</b> – Order Audiovisual Equipment and Audio Record Meetings	2 weeks prior to face-to-face meeting
<b>Task 7</b> Provide onsite transcription services and submit meeting transcripts in electronic format to the WAM and DFO	Within 5 business days after meeting
<b>Task 8</b> Complete Travel Vouchers and Reimbursement Paperwork	2 weeks after conclusion of meeting
<b>Task 9</b> Submit final list of attendees for the meetings	5 business days after conclusion of each face to face meeting
<b>Task 9</b> Ship Materials left behind to EPA or Board Members	Within 2 business days after conclusion of each face to face meeting

## **6. SPECIAL CONDITIONS**

Final products will be produced by the Contractor upon WAM's approval through written technical direction. The Contractor will provide all materials written under these tasks to the WAM, as per work assignment, in electronic form. Electronic version shall be compatible with the EPA's computer systems and software, (i.e., Microsoft Word).

## **7. CONFIDENTIALITY**

Some of the work assigned under the set tasks may be to draft, edit and review program and sensitive organizational information that will not be ready for board or public distribution. The Contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation. The WAM shall supply the Contractor with a list of individuals involved with any documents under the set tasks.

## **MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of

this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction